



DEPARTMENT OF MILITARY AFFAIRS

STEVE BESHEAR
GOVERNOR

OFFICE OF THE ADJUTANT GENERAL
100 MINUTEMAN PARKWAY
BNGC - EOC BUILDING
FRANKFORT, KENTUCKY 40601-6168

EDWARD W. TONINI
BRIGADIER GENERAL (RET), KYNG
THE ADJUTANT GENERAL

KG-AG (690-700)

31 January 2008

MEMORANDUM FOR All Full-Time Personnel, Kentucky Department of Military Affairs

SUBJECT: (KYNG Log Number P08-018) Smoking Policy

1. This memorandum supersedes Policy Memorandum KYNG Log Number P06-036 dated 1 August 2006. This Policy is effective 8 January 2008 for all buildings under the control of the Department of Military Affairs.
2. Smoking tobacco harms readiness by impairing physical fitness and by increasing illness, absenteeism, premature death, and health care cost. Full cooperation of all commanders, managers/supervisors, soldiers/airmen, technicians, state employees and civilians is required to ensure the needs of both smokers and nonsmokers are met to the maximum extent feasible.
3. All organizational elements that occupy space in or on conveyances, offices, buildings or facilities over which the Kentucky Department of Military Affairs has custody and control will comply with this policy.
4. This Smoking Policy **eliminates all inside smoking**. All areas are assumed to be "No Smoking" areas. Smoking will no longer be allowed on the drill hall floor and is prohibited in all military/state vehicles and aircraft as well as in eating facilities.
5. Smokers will be allowed to smoke outside the building whenever they so desire **provided they go directly to designated areas and return promptly to work with a limited amount of time away from their job**. Individuals who abuse this policy will be limited to smoke breaks during breaks and lunch. I ask you to use good judgment.
6. Local implementation of this policy will conform to labor/management agreements. Bargaining obligations must be satisfied by each building manager with the union steward designated to represent the area/building prior to implementation of smoking area. Concerns should be addressed to Labor Relations Officer located in the Human Resources Office.

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7. Failure to comply with the prescribed policy subject employees to administrative or punitive action in accordance with applicable regulations. Other violators of this policy may be removed from or denied access to Kentucky Department of Military Affairs occupied space.

A handwritten signature in black ink, appearing to read "Edward W. Tonini", with a large, sweeping loop at the end.

EDWARD W. TONINI
MAJOR GENERAL, KYNG
THE ADJUTANT GENERAL